

**RENTAL INFORMATION**  
**COMMUNITY CONGREGATIONAL CHURCH OF TIBURON**

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415-435-9108

**Space and Fee Schedule**

**Reservation fee:** \$50 (nonrefundable but applied toward the event fee)

**Security Deposit:** \$100

The spaces available for rent are:

- **Memorial Services:** The information and instructions described here must be followed. Please contact the church office for more information and rates.
- **Seminar Room:** This room provides the most intimate setting. It can accommodate up to 60 persons. No food or drinks are allowed in this room. Facilities fee: \$400 for up to 4 hours. Additional time is billed at \$100 per hour or portion thereof, over 4.
- **Seminar Room with Kitchen and Fireside Room:** If you wish to rent the Seminar Room, and also areas for food and/or beverage preparation and eating, the Kitchen and Fireside Room can be included. Facilities fee: \$500 for up to 4 hours. Additional time is billed at \$100 per hour or portion thereof, over 4.
- **Sanctuary and Fireside Room with no use of Kitchen:** This area seats 120-150 persons. Facilities fee: \$400 for up to 4 hours. Additional time is billed at \$100 per hour or portion thereof, over 4.
- **Sanctuary and Fireside Room with Kitchen use:** Facilities fee: \$500 for up to 4 hours. Additional time is billed at \$100 per hour or portion thereof, over 4.
- **Labyrinth or Lawn:** Facilities fee to be determined based on number of participants and hours.

**Parking Capacity and Shuttle Service**

Our parking lot and nearby street parking can accommodate 32 cars. Please encourage carpooling. If you expect more than 75 participants, you must arrange carpooling, valet or a shuttle service to nearby parking areas. Our Operations Manager can refer you to a shuttle service for off-hill parking lots. Alternatively, you may hire our Event Assistant to manage parking. You will contract directly with our Event Assistant.

It is your responsibility to inform your participants about the parking arrangements and provide the Operations Manager with the written arrangements. CCC can provide temporary signage at the top and bottom of the hill, directing guests to the shuttle, as well as "Shuttle" signs for the cars acting in this capacity. No buses are allowed. A map and written directions to CCC are available on our website. Please include this information with your invitations.

## Technology and Tech Support

CCC can provide use of the sound system including wireless microphones in our indoor Sanctuary, or an amplified CD player in our Seminar Room at no additional cost. Basic usage instructions will be provided by our Operations Manager or the Event Assistant.

CCC also has a large internet-enabled screen in our Indoor Sanctuary for sharing your event with a remote audience. The screen can be available, but must be operated by our trained Event Assistant, and you will contract directly with him for all technical work related to use of the screen. If you wish to use the screen, our Operations Manager will put you in touch with the Event Assistant. *You will want to secure his availability before you finalize your date.*

## Reservation Fee and Process

*The non-refundable reservation fee of \$50* guarantees and secures the date/time of your event. If for any reason you need to cancel the date, the reservation fee may be considered a tax-deductible donation to CCC. Submit the signed contract, application information, and reservation fee to the CCC Operations Manager *within 14 days of scheduling the date and time*. Until these documents are received, your reservation remains tentative. The remainder of the *rental fee and full amount of the security deposit* are due 30 days before the event date. *If the rental fee and security deposit are not received by 30 days before the scheduled event, your reservation is subject to cancellation, and we may rent the space to others without further notice to you.*

You will be held financially responsible for any damage to the buildings, grounds, or contents. The **\$100 security deposit** will be returned if no damage has occurred and if all other conditions are met. Other possible conditions include: more than the contracted number of guests attend, parking irregularities are observed, neighborhood complaints are received, or cleanup and vacating the premises does not occur as instructed.

We are not responsible for lost items. Additionally, **all renters are required to purchase one-day event liability insurance in the amount of one million dollars**. The Operations Manager can provide a list of companies that offer this service.

## Hours of Use

The hours of use for which you will be billed include time for set-up and clean-up. If chairs are moved, they must be returned to the original arrangement after your event. If the kitchen is used, it must be cleaned after your event so that others may use it without further cleaning. **Trash (garbage) and recycling (bottles, cans, clean paper) must be deposited into the correct bins in the kitchen. Black trash bags are available in the kitchen. Recycling should be carried to the parking lot and deposited in the appropriate bins. Garbage in plastic garbage bags goes into the dumpster. If you mix garbage with recyclables your security deposit will not be refunded.** Please pay attention to these terms.

Evening events must end by 9:30 p.m. so that cleanup can be finished by 10:00 p.m. At that time the building must be clean and secured. Attendees who wish to get together after the event should be advised in advance of an alternate location. Please respect our *neighborhood curfew agreement of 10:00 p.m.* Our outside lights are programmed to turn off at 10:00 p.m.

### **Alcohol, Smoking and Drugs**

Alcohol is not permitted anywhere on the grounds, in the building, or within 300 yards of the facility.

No smoking is permitted in the buildings or elsewhere on the property due to fire danger. You are responsible for ensuring that drugs are not used on church property or in connection with this event.

### **Decorations**

At most times, art will be exhibited on the walls of the indoor Sanctuary and the Seminar Room. Please respect our exhibitors. The displayed items are formal art exhibits and should not be moved or touched in any way.

### **Music**

Amplified music is permitted inside the building only, keeping the front doors to the church closed. A guideline for the selection of music is that it should promote conversation. Loud rock music is not permitted. Amplified music is not allowed outside; only voice amplification is permitted. Musical instruments not requiring amplification (e.g., flutes, harps, guitars, etc.) are permitted outside.